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SECURITY INFORMATION

~~CONFIDENTIAL~~ 27 August 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #34
Assessment and Evaluation Staff
19-25 August 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. Chief, A & E, attended the Professional Selection Panel meeting. Two cases, both from the Office of Training, were reviewed for suitability at the close of the individuals' probationary period.

b. [] currently working in [] was interviewed as a prospective employee. No decision was reached by either party. Further contact will be established at the APA meeting.

2. Assessment Branch

- a. Assessment cases scheduled for the week 6
- b. Assessments performed 6
- c. Assessment cases written 5
- d. Assessment cases to be written 6
- e. Professional trainee (JOT) tests administered . . . 5
- f. Language tests administered 1
- g. Cases scheduled for the future:
 - Assessment 9
 - JOT 3
 - Language 5
- h. Pre-training and EOD test batteries administered . 18

3. Training Evaluation Branch

a. Chief, A & E, attended a TLO meeting of the DD/I. This group indicated one copy of the training evaluation report would suffice for both their needs and the needs of their offices.

b. Evaluation reports for Phase II, #2; [] Administration Course #46, and German Language Courses were disseminated.

4. Research and Validation Branch

a. Analysis of some preliminary data bearing on the foreign language aptitude testing program has been begun.

b. Preliminary study on the relationship between the EOD battery and evaluations given in Phase II has been begun.

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II. OLD ACTIVITIES

1. Office of the Chief

a. The following is extracted from the minutes of the Professional Selection Panel:

* * * * *

25X1 [] presented a report of progress on efforts to develop criteria and techniques for supervisory evaluations of suitability for "career status." The application of these criteria would supersede the use of initial Personnel Evaluation Reports. The tentative evaluation form presently includes the following:

A. Section I

- (1) Identifying personal information
- (2) Position assignments
- (3) Direct questions

B. Section II

A check list of personal and behavior characteristics which apply both to suitability and performance.

C. Section III

Descriptive statements of any personal traits or behaviorisms which are so significant as to possibly outweigh the conclusions which could be drawn from responses in Section II.

D. Section IV

Ratings of major significant characteristics bearing directly on over-all suitability, presently including the following:

- (1) Job performance.
- (2) Potential for greater responsibilities.
- (3) Suitability for clandestine tasks.
- (4) Attitude toward the Agency.
- (5) Suitability for a CIA career.

25X1 [] distributed preliminary draft copies of Sections II and IV for review. It was agreed that each member and advisor would add items as desired to Section II, would

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prepare comments with respect to Section IV, and would submit these materials to [] at 106 R & S Building on or before 27 August. A synthesis of these recommendations will be submitted [] at the next meeting. In addition, prior* to the next meeting each member and advisor will rate each item in Section II on a five point scale in terms of its importance in determining suitability, and a second time in terms of the degree to which the characteristics can readily be observed.

25X1

25X1

It was agreed that [] would be assisted in his study by personnel of the Plans, Research and Development Staff, Personnel Office.

25X1

* * * * *

b. SOP governing office procedures is in its final draft.

[] Chief
Assessment and Evaluation Staff

25X1

*This is an error. These ratings will be accomplished after the next meeting.

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